

## RFQ Bids Checklist

### Request for Qualifications (RFQ)

**Submitters  
Initials**

**Staff  
Initials**

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Copy of Required Insurance(s)

- Liability
- Automobile
- Performance Bond

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Detailed Pictures of Equipment and Vehicles Used and a List of Equipment and Vehicles Used for work performed

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\_\_\_\_\_

Proof of Number of Employees to be used for work Performed, i.e. 941's, Texas Workforce Commission documents

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\_\_\_\_\_

Trade References (3 Total)

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\_\_\_\_\_

Signed Background Check Consent Form for all principal owners

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Signed Conflict of Interest Form for all principal owners

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Signed Unlawful Employment of Aliens Form as prescribed By 8 U.S. Code 1324a

RFQ must be submitted no later than 5:00PM on the 2<sup>nd</sup> Tuesday of July